

**USMA POLICY MEMORANDUM NUMBER 3-99**

SUBJECT: Graduation Banquet and Class Banquet Official Guest Lists

1. **PURPOSE.** To establish procedures to develop and publish USMA Staff and Faculty guest lists for the Graduation Banquet and other major Class Banquets.
2. **APPLICABILITY.** This policy applies to all activities at the United States Military Academy.
3. **BACKGROUND.** In the past, cadets and their guests have been displaced from the Cadet Mess by the large number of official USMA Staff and Faculty guests at the Graduation Banquet. Additionally, payment for the guests' meals, which is the obligation of the Class, places a strain on the cadet class budget.
4. **POLICY.**
  - a. Invitations to the Graduation Banquet will be extended to the Superintendent, Dean, Commandant, Director of Intercollegiate Athletics, USCC Chaplain, Brigade Tactical Officer, four Regimental Tactical Officers, and the Class OIC.
  - b. Individual cadets may invite (and pay for) USMA personnel, but these guests will count against the cadets' guest allocation for the Banquet.
  - c. Invitations to the Banquets other than Graduation will be IAW the Matrix of Banquet Official Guests maintained by the Cadet Hostess.
  - d. Members of the USMA Staff and Faculty will be invited as official guests on a one-time basis for the other major Class Banquets; i.e., 500<sup>th</sup> Night, 100<sup>th</sup> Night, et al. Official guests may elect to relinquish their invitations to a member of their organization.
  - e. The Class hosting the banquet may elect to invite (and pay for) other guests at their discretion. Individual cadets may invite (and pay for) USMA personnel.
  - f. Guests of the Superintendent for all banquets will be paid for by the Protocol Office.

**5. RESPONSIBILITIES.**

a. The Directorate of Cadet Activities will be the responsible agency to ensure that appropriate guests are invited to the Graduation Banquet and other Class Banquets in keeping with this policy.

b. The Cadet Hostess will maintain the Matrix of Banquet Official Guests.

**6. EXPIRATION.** This policy memorandum is effective till superseded or rescinded.

FOR THE SUPRINTENDENT:

*/ original signed /*  
GRANT M. SMITH  
COL, EN  
Chief of Staff

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